

Open: 11/17/03 - 8:30 AM

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CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



FINANCIAL ANALYST I

\$43,327 - \$69,976 ANNUALLY

DESCRIPTION OF DUTIES: This is highly responsible and complex financial professional position administering the fiscal portion of the City's Capital Improvement Program. The individual selected for this position will assist with the annual preparation and maintenance of the City's Capital Budget and Capital Improvement Plan. This individual will be accountable for providing financial information necessary in analyzing, guiding, and assisting in the decision making process of senior management. This individual will be responsible for recording, monitoring, and reporting capital expenditures and revenues. The employee in this classification will be tasked with preparing monthly reconciliations, journal entries, financial statements, and other related accounting functions/projects as assigned.

REQUIRED: Graduation from an accredited college or university with Bachelor's degree in Accounting, Finance, or a closely related field AND two (2) years full-time paid accounting and/or financial experience. Related experience can substitute for education on a year for year basis.

DESIRES: Government experience.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: FAI-I

CLASS NO: **1155**
UC NO: **0378UO**

EOE/AA/ADA/VET PREF